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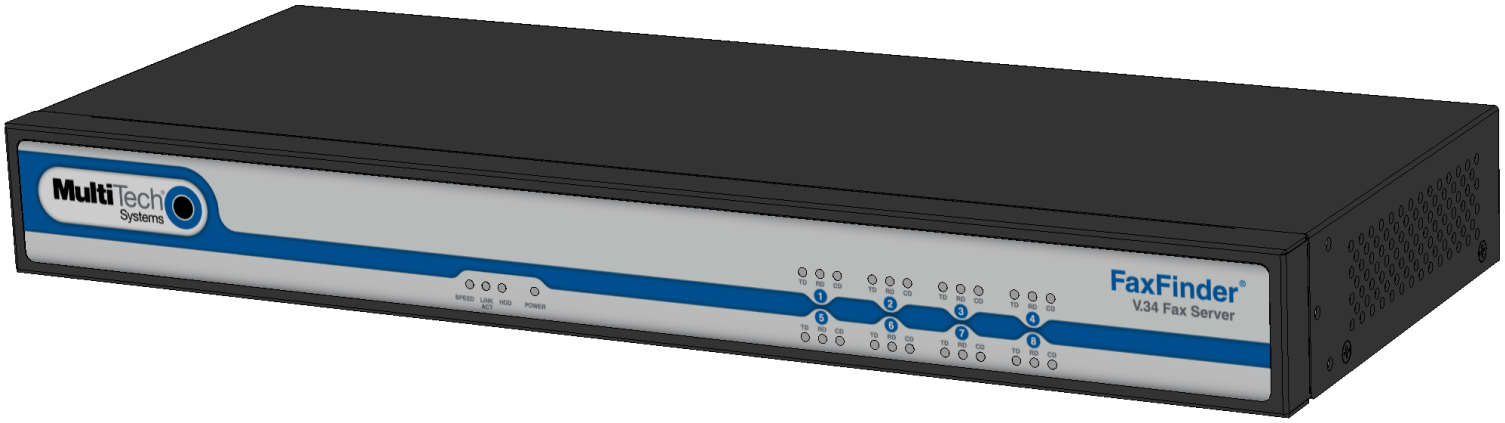

FaxFinder®

User Guide

FaxFinder® Client User Guide

Models: FF240, FF440, FF840, FF240-IP FF130, FF230, FF430, and FF830

Part Number: S000523, Version 5.0.2

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Introduction

About FaxFinder Client

Use the FaxFinder Client to send faxes through the FaxFinder Fax Server. You can send faxes directly from your computer through the client or through applications such as Microsoft Word.

Multi-Tech provides three manuals for use with FaxFinder:

- **User Guide** (this document) includes details on sending faxes and using the client software.
- **Administrator Guide** provides details on installing, configuring, and managing FaxFinder.
- **Developer Guide** provides information and examples for the FaxFinder Web Services API.

Note: How your administrator configures the FaxFinder Fax Server determines which fax methods are available to you.

Starting the Client

To start the client:

1. Check the system tray to determine if the client is already running. The FaxFinder Client icon, , appears in the system tray if the client is running.
2. If the FaxFinder icon is not in the system tray, go to **Start** and select **FaxFinder Client**.

   Note: If the FaxFinder Client is not installed on your computer, refer to Installing Client Software or contact your administrator. To install the software, you need administrator rights for your computer. After installing the software, associate one or more FaxFinder units with the software on your computer.

3. Double-click the FaxFinder Client icon.

Exiting the Client

You can minimize the client and leave it running the background. If you exit the client, you cannot send faxes from other applications by printing.

To exit the client:

- Click **Fax > Exit** . FaxFinder prompts you to confirm the exit.

Sending Faxes

Sending a Fax with the Client

To send a fax using the FaxFinder Client:

1. Click **New Fax**.
2. To change fax servers, select a FaxFinder from the **Fax Server** drop-down list.
3. Add fax recipients.

To fax to recipients not in a contact list:	To select recipients from a contact list:
a. Click **To.** b. Enter recipient details. **Note:** To save recipient information, check Add to Personal Contacts. c. Click **OK.**	a. Start typing the recipient's name. b. Select name when it appears in list. OR a. Click **Contacts.** b. Select a contact list from the drop-down list. To filter the list, start typing a name in the **Filter** field and click **Apply.** c. Check each contact you want to fax to. d. Click **OK**.

Click the **Remove** icon to remove a recipient from the distribution list. This does not delete a contact from the system.

5. Select a Cover Page from the drop down list. To see the selected cover page template, click View.
   a. Type a brief description in the **Subject** field. This appears as the cover page subject.
   b. Type a message in the **Comments** field. This appears as the cover page comments.
6. Attach the document that you want to fax. To add a new document:
   a. Click **Browse**.
   b. Select a file and click **Open.** Note that 36MB is the maximum file size for sending a fax through client software.

      Note:

      For Windows OS, FaxFinder supports .DOC, .DOCX, .DOT, .DOCM, .DOTX, .RFT, .XLS, .XLST, .XLSX, .XLSM, .CSV, .XLSB, .PPT, .PPTX, .PPSX, .PPSM, .PPTM, .HTM, .HTML, .PDF, .PS, .TXT, or .TIF file formats.

      For Mac OS, FaxFinder supports TXT, .PDF, .TIF, .TIFF, and .PS.

   c. Repeat Steps a-b for each document you want to fax.

To attach recently used document:

a. Highlight a document in **Recent Attachments**.
b. Click **Add**.

7. To send the fax immediately, click **Send**. To schedule the fax, click **Options**.

a. Uncheck **Send Immediately** and enter the specific **Date** and **Time**. For other options, refer to Scheduling Options for details.
b. Click **OK** to save settings and click **Send** to send the fax.

Fax Options

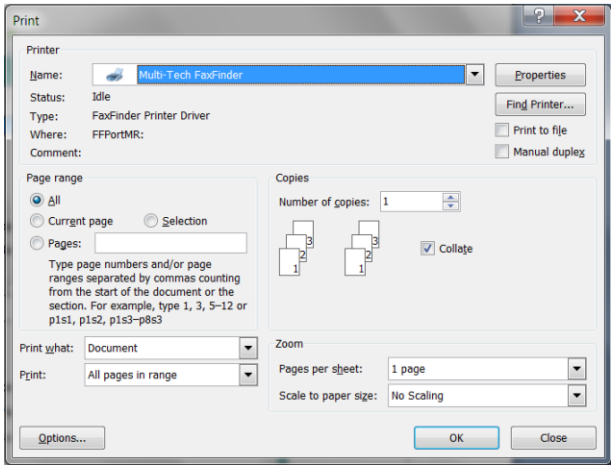
Option	Description
Max Attempts	Enter the maximum number of times you want FaxFinder to try to send the fax to a recipient.
Fax Priority	When multiple faxes are scheduled for the same time, FaxFinder sends those with a high priority before those with a low priority. Options, from highest to lowest priority, are: ■ 1st Priority ■ High ■ Medium/High ■ Medium ■ Medium/Low ■ Low
Retry Interval	Enter the number of seconds FaxFinder should wait between retry attempts when a fax does not complete.
Fax Receipt	Select when you want a receipt sent to the email address in your user account. Options are: ■ Never ■ Always, which sends a receipt with every fax attempt ■ Failure, which sends a receipt only when a fax is not successful
Fax Attachment with Receipt	If you want the fax receipt to include an attachment of the original fax, select the attachment file format. Options are: ■ None ■ PDF ■ TIFF
Print Fax Receipt	Set the condition that will trigger the fax receipt to be printed. Options are the same as Email Fax Receipt. Never is the default.
Select Printer	If you select Failure or Always as an Print Fax Receipt option, select which printer you want to use from the drop down list. None is the default.
Print with First Page	Check this option if you want the fax receipt to print with the fax's first page.

Sending a Fax by Printing (Windows)

For Windows users, once the FaxFinder Fax Client is associated with a FaxFinder, you can use the Print function in other programs to send faxes.

To send a fax through another program:

1. Create the document that you want to fax and save it.
2. Select **Print.**
3. Select Multi-Tech FaxFinder as your printer and click **OK** (or Print depending on the program). The FaxFinder New Fax window opens. Refer to Sending a Fax with the Client for help using this window.



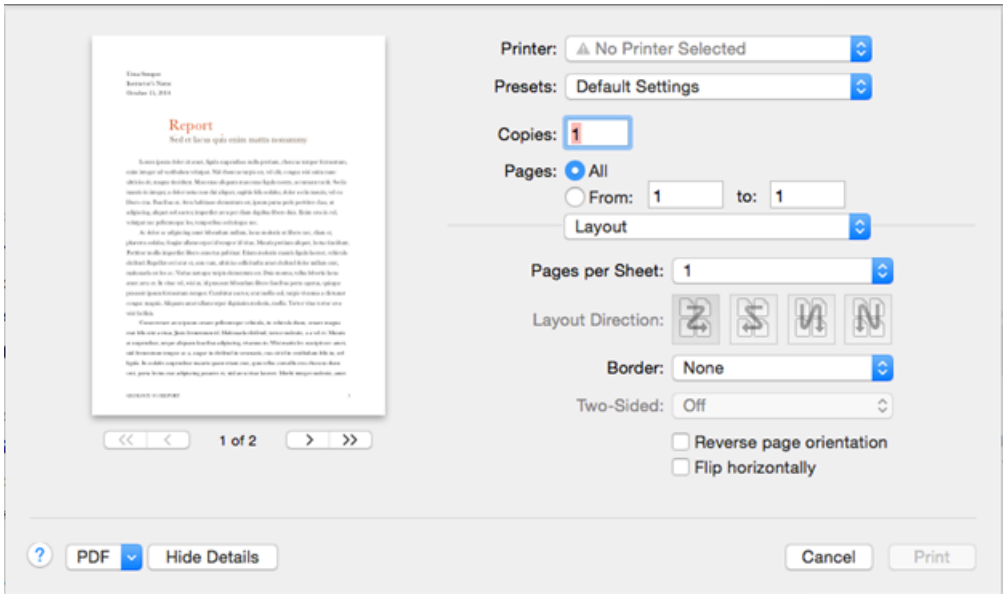
Using the Mac Print Plug-in to Send a Fax

Mac client software installation included a print plugin workflow that use OS X's built-in PDF support. This plugin allows you to send documents to FaxFinder from applications that support printing, such as Preview, Pages, MS Word, TextEdit, and LibreOffice.

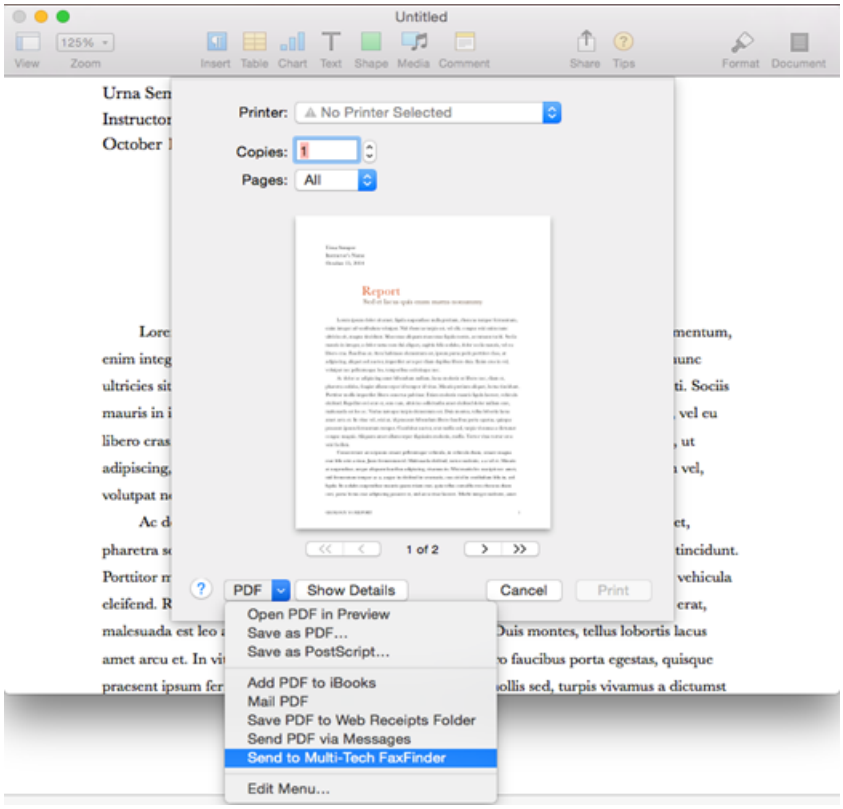
To send a document to FaxFinder from an application:

1. In the application, go to **File > Print...**.
2. Configure print options as though you are sending the document to a printer. Use the following settings:

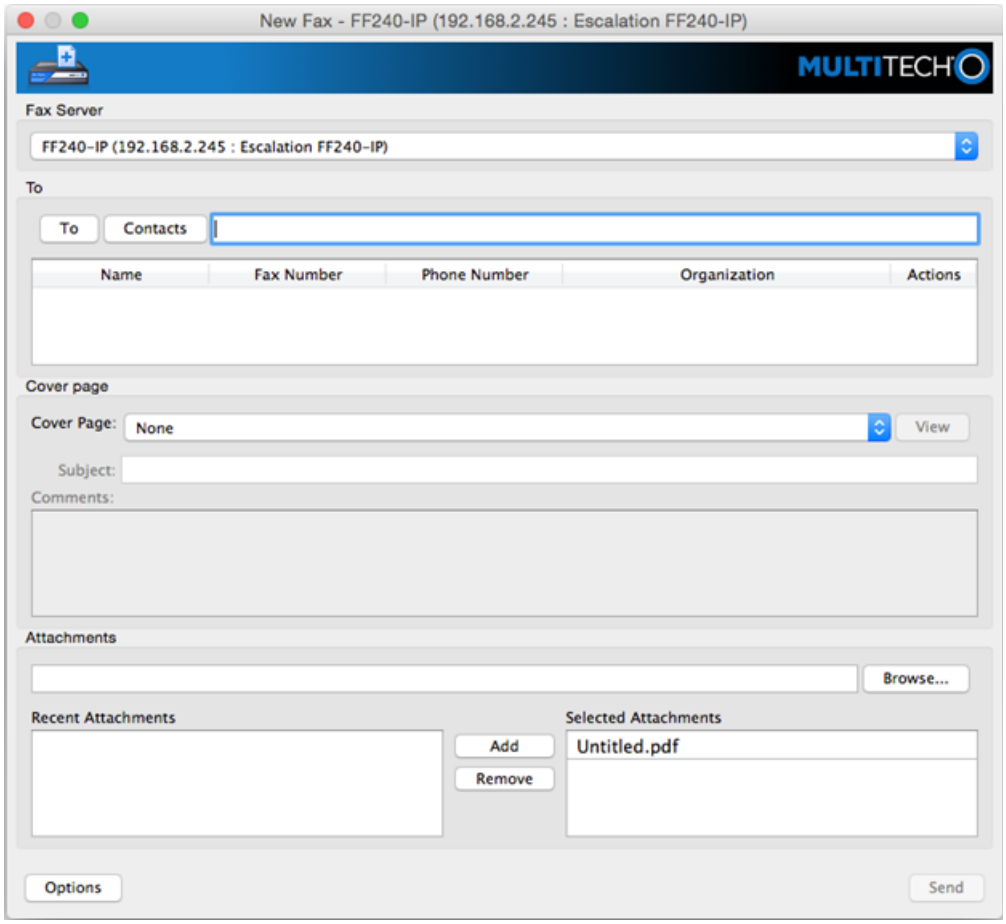
- **Copies** to **1**.
- **Orientation** to **Portrait.**
- **Pages per Sheet** to **1**. (Fax resolution is limited; sending multiple pages per sheet may result in unreadable faxes.)



3. Open the **PDF** drop-down list in the lower left corner and select **Send to Multi-Tech FaxFinder.** The document is converted to a PDF and sent to the FaxFinder Client.



4. In the FaxFinder Client, the document appears under **Selected Attachments** on the lower-right. You can add other attachments, if desired.
5. Select recipient(s) in the **To** field, add an optional **Cover Page** and click **Send.**

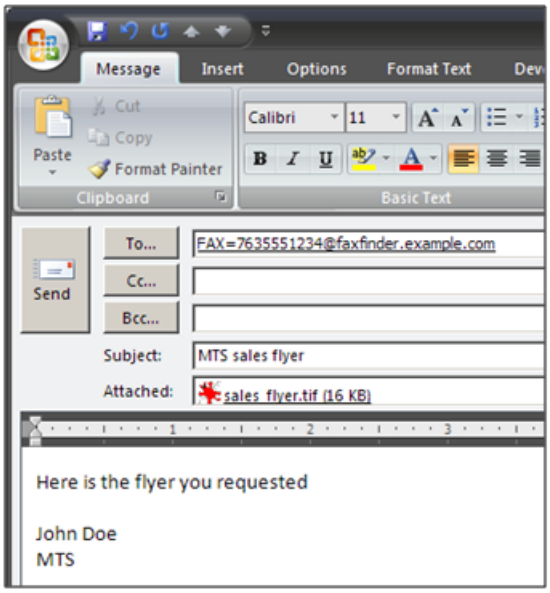


Sending a Fax from Email (T.37)

You can send an email as a fax using the T.37 format in the To field in Microsoft Outlook. You will need the domain name of the FaxFinder unit and the recipient's fax number.

To send a fax by email:

1. Enter the recipient's fax number in the **To** field in the following format: **FAX=##########@FaxFinder domain name**. For example the image shows FAX=7635551234@faxfinder.example.com.



2. Add your message and any attachments. Attachments must be in TIF, PDF, PS, or TXT format. The 36MB is the maximum file size for sending a fax through email. Text entered in the email message area appears in the comments section of the fax cover page.
3. Click **Send.**

Sending a Fax from the Web Interface

To send a fax through a web browser using the FaxFinder Web Management Interface:

1. Type the FaxFinder's hostname or IP address in the browser's address bar and press **Enter**.

Note: Your browser may display security warnings. Click **Yes** to proceed in Internet Explorer. Click **Proceed Anyway** to proceed in Chrome. Firefox may require you to add an exception for the FaxFinder's IP address.

2. Enter your **Username** and **Password** and click **Login**.
3. Click **Send Fax**.

FaxFinder fills in Sender Information based on your user account. This information appears in sender fields on the cover page.

4. To view or edit sender information, click **Sender Information**. Make desired changes.
5. Select a contact list or recipient option from the **Find Recipient** list.

Personal Contacts	Lists contacts for the user's account.
Personal Groups	Lists contact groups for the user's account.
Global Contacts	Lists global contacts.
Global Groups	Lists global contact groups.
Enter Recipient Info	Select this option to fax to recipient who isn't in a contact list.
Enter Recipient Info and save a Personal Contact	Select this option to fax to a recipient who isn't in the contact list and save recipient information as a personal contact.

Note: If you have a large number of contacts, the recipient information may take a several minutes to load.

6. Enter recipient information or select the contact or group from the **Contact/Group** list.
7. Click **Add Recipient.**
8. Repeat Steps 5-7 for each additional recipient.
9. Select a cover page, if desired.
    a. Select **Yes** to **Include a cover page** with this fax.
    b. Select a **Cover Page** from the drop-down list.
    c. Enter a **Subject** and **Comments**.
10. Click **Browse** and select the file you want fax. The file must be a TIF, PDF, PS, or TXT file. Use **Add Another Attachment** to add other documents. Note that 48MB is the maximum file size for sending a fax through the web interface.
11. Select any options for this fax. Refer to Fax Options for details.
12. Click **Send Fax**. Leaving this screen before clicking Send Fax will clear all the data without sending the fax.

Send Fax by Web API

FaxFinder also allows users to create custom APIs to use for faxing. This option would be unique to your organization. Check with your administrator for help with this option.

Note: The maximum file size for sending a fax through an API is 36MB.

Managing Faxes

Checking Fax Status

When you start the fax client, it lists the faxes sent, received, and scheduled for the default server.

Fax Status Tabs

Fax status is shown on one or three tabs depending on which FaxFinder software is on the server:

- If the fax server uses software version 3.0 or newer, fax status is split across three tabs: Scheduled, Sent, and Received. Click **Sent** or **Received** to view these tabs.

Viewing a Fax Status Different Server

If you have multiple fax servers associated with your Fax Client, note that fax status is shown for one server at a time. To view faxes for a different server:

1. Click **View Servers.**
2. Click a server from the pop-up list.

Note: View Servers only appears if you have two or more FaxFinders associated with the Fax Client.

Fax Status

For outgoing faxes:

Fax Status	Description
	Fax sent or received successfully.
	Fax pending, scheduled but not yet sent.
	Fax failed or was aborted.
	Preparing to send the fax.
	Sending the fax.

Fax status tabs also show:

- When the fax was scheduled, sent, or received.
- Number of pages scheduled, sent, or received.
- Fax subject, if provided, for scheduled or sent faxes.
- Fax recipient

Fax Actions

You can take the following actions through the Fax Status page.

Actions	Description
	Abort the fax. Scheduled faxes only.

Actions	Description
	Reschedule the fax. Applies to scheduled, sent, aborted, or failed faxes.
	View fax details. Applies to scheduled, sent, aborted, or failed faxes.
	View the fax. Applies to scheduled, sent, aborted, received, or failed faxes. If inbound archiving is enabled on the server, you can view received faxes also.
	Save the fax. Received faxes only.
	New Fax, opens Send Fax page. Print Captures only.

Rescheduling a Fax

To reschedule fax:

1. Click the fax's **Reschedule** icon. By default, **Send Immediately** is selected.
2. Make desired changes and click **OK**.

To reschedule a Print Capture fax:

1. Click **Print Captures.**
2. Click the fax's **New Fax** icon.
3. Make the desired changes and click **Send**. For more information see Sending a Fax with the Client

Canceling a Fax

To cancel a scheduled fax:

- Click the fax's **Abort** icon and click **Yes** to confirm.

Administrators can also delete outbound faxes through the Web Management Interface. Consult the Administrator's Guide for more information.

Deleting Print Captures

Users can configure the client to delete the Print Capture listing after sending faxes or can manually delete them as follows:

1. Click **Print Captures.**
2. Click the fax's **Delete** icon and click **Yes** to confirm.

Viewing a Fax

To view a scheduled or sent fax:

- Click the **View** icon for the fax.

Viewing Fax Details

Fax Details includes the fax size, status, schedule, cover page, sender, recipient, options (scheduled only), and delivery details (received only). To view details about a scheduled, received, or sent fax:

- Click the fax's **Details** icon.

Viewing Print Capture Fax Information

Use the Print Capture page to view information on faxes sent through another application's print function.

Viewing Print Captures

- Click **Print Captures**.

Reschedule, view, or delete print captures as you would other faxes.

Note: Print capture faxes also appear on the fax status pages, where additional fax details are available.

Clearing Listed Print Captures

To clear the Print Capture list:

- Click **Delete All**.

Managing Contacts

Managing Contacts

FaxFinder allows users to fax to global and personal contact lists.

- Global Contacts are stored in the fax server's global contact database and are available to all users.
- Personal Contacts are stored with the user's account on the server and are available only to that user account.

Contact and Group Icons

Fax Status	Description
	Edit the contact's information.
	Delete or Remove Contact. From the personal or global contact page, this deletes the contact. From the personal or global group page, this removes the contact from the group, but does not delete it from the server.
	Edit the group. Click this to add or remove contacts.
	Delete this group.

Adding Contacts

This process explains how to add individual contacts through the Fax Clients. To add multiple contacts, contact your administrator for information on importing contacts through the Web Management Interface.

1. Click **Contacts**.
2. To switch fax servers for this contact, select **Fax Server** from the drop down list.
3. Select an **Address Book**.

   Personal Contacts

   Global Contacts

Note:

Your account needs access rights to add global contacts to FaxFinder. If you cannot add global contacts, check with your administrator.

For information on adding contacts to groups, see Using Groups.

4. Click **New**.
5. Enter the contact's **Name, Fax Number, Phone Number,** and **Organization** and click **OK**.

Editing a Contact's Information

To update a contact's information:

1. Click **Contacts.**
2. Select an **Address Book** from the drop-down list.
3. Click the **Edit** icon for the contact record you want edit.

4. Make changes and click **OK.**

Deleting a Contact

To delete a contact's information:

1. Click **Contacts**.
2. Select an **Address Book** from the drop down list.
3. Click the **Delete** icon for the contact you want to remove and confirm the deletion.

Configuring Default Scheduling Options

To set default fax scheduling options, including maximum number of attempts, priority, retry, and receipt options:

1. Click **Fax Servers.**
2. Click the **Edit User Info** icon for the server you want.
3. Enter the desired settings and click **OK.**

Synchronizing Contact Lists

Both global contacts and personal contacts are stored on the FaxFinder server with personal contacts tied to a specific user account. Users can update contacts through both the FaxFinder Fax Client and the Fax Finder Fax Server interface. To ensure the contact list on your fax client is current, synchronize your contacts.

To synchronize your contacts:

1. Click **Contacts.**
2. Select a **Fax Server** from the drop down list.
3. Click **Sync Contacts**.
4. Click **Close.**

Filtering Contact and Group Lists

When looking for a specific contact or group, use filtering to narrow the displayed list. To do this:

1. In the **Filter** field, type all or part of the contact or group name.
2. Click **Apply**.

Click **Clear** to remove the filter.

Using Groups to Manage Contacts

Using Groups to Organize Contacts

Groups are collections of multiple contacts that you can use for mass faxing. When you send a fax to a group, it is sent to every contact in the group.

To view groups:

- Click **Contacts** and select **Personal Groups** to view the current user's groups.

- Click **Contacts** and select **Global Groups** to view the groups available to all users.

Creating Groups

To create a contact group:

1. Click **Contacts.**
2. To switch fax servers for this group, select a **Fax Server** from the drop down list.
3. Select group type from the **Address Book**.
   Personal Group
   Global Group
4. Click **New.**
5. Enter a group **Name** and **Description**.
6. **Select Contacts**. See **Adding Contacts** for details.
7. Click **OK.**

Adding Contacts to Groups

To add contacts to a group, from the **New Group** or **Edit Group** page:

1. Click **Select Contacts.**
2. Select the **Address Book** you want.

Group contacts can be a mix of global and personal contacts.

3. Check the contacts you want to add to the group and click **OK.**

Editing Groups

To edit a group:

1. Click **Contacts.**
2. Select the group's **Fax Server**.
3. Select group type from the **Address Book**.
   Personal Group
   Global Group
4. Click the group's **Edit** icon.
5. Make desired changes.

To remove a contact from the group, click the contact's **Remove** icon. This does not delete the contact's information from the server.

6. Click **OK.**

Deleting Groups

To a group:

1. Click **Contacts.**
2. Select the group's **Fax Server**.
3. Select group type from the **Address Book**.

Personal Group

Global Group

4. Click the group's **Delete** icon and click **Yes** to confirm.

Adding and Managing Fax Servers

Associating FaxFinder Fax Servers with the Client

After installing the FaxFinder Client software, associate it with one or more FaxFinder servers so users can send faxes through the server.

You need the following information for each FaxFinder server:

- IP address, if you do not have the IP address, use Auto Discover.
- Username
- Password

Check with your administrator to determine which FaxFinder units to use with your computer.

1. Start the fax client, if it is not running.
2. Click **Fax Servers.**
3. Add a FaxFinder manually or Auto Discover your servers.
    - If you have the IP address, click **Add** to add the unit manually and go to Step 4.
    - If you do not have the IP address, continue with Step 3a.

    Note: Your firewall may require you to select Allow Access to search.

    a. Click **Auto-Discover**.
    b. Click the **Add Server** icon for the server you want to add.
4. Enter Device information. If using Auto-Discover Device, skip to Step 4c.

    a. Enter the **IP address** in the **Server Address** field.
    b. If a secure login is required, check **Use SSL**.
    c. Enter the **Username** and **Password** required by the device.

    Check Show Password to display the password instead.

    Note: Username and password are case-sensitive.
5. Click **OK. Close** the Auto Discover Device window, if using that option.

If Authentication Failure appears for that fax server, either:

- The IP address is wrong. If so, delete the server (click the **Delete** icon) and add the server again; OR
- The username and password combination is wrong. Click the **Edit Server** icon and enter the correct username and password.

Managing Fax Servers

To add or manage fax servers:

- Click **Fax Servers.**

The Fax Server page lists descriptions, firmware, model, and status for each fax server associated with this fax client.

- Click the arrow next to **User** to view current user details, default cover page and scheduling options.

- Click the arrow next to **Schedule Options** to view current default settings.

Fax Server Icons

Icon	Description
	Edit server login information and enable/disable SSL.
	Attempt to reconnect a disconnected server.
	Delete fax server from this fax client.
	Edit user account information and set default cover page and scheduling options.
	Add fax server.

Editing Fax Server Settings

To edit the username, password, and secure login status for a FaxFinder:

1. Click **Fax Servers.**
2. Click the **Edit Server** icon for the server you want to edit.
3. Make desired changes and click **OK** to save.

Note: Check **Use SSL** to require a secure login for faxing.

Deleting a FaxFinder from the Fax Client

To delete a FaxFinder Fax Server from your fax client software:

1. Click **Fax Servers.**
2. Click the **Delete** icon for the server you want to delete.
3. Click **Yes** to confirm.

Reconnecting FaxFinder

If the FaxFinder status is disconnected, attempt to reconnect. To do this:

- Click **Fax Servers.**
- Click the **Reconnect** icon for the disconnected server.

Configuring User Accounts

Setting a Default Cover Page for Your User Account

To include a cover page with every fax by default:

1. Click **Fax Servers**.
2. Click **Edit User Info.**
3. Check **Yes** to Include Cover Page.
4. Select a **Default Cover Page** from the drop down list.
5. Click **OK.**

Editing User Information

To edit your user information:

1. Click **Fax Servers.**
2. Click **Edit User Info** icon.
3. Make desired changes and click **OK.**

User Information Fields

Set the following options for the current server.

Field	Description
User Info	
Name	Enter your full name. FaxFinder uses this name as the fax sender's name.
Email	Enter your email address.
Organization	Enter your organization.
Phone Number	Enter your voice number.
Fax Number	Enter your fax number.
Include Cover Page	Select **Yes** to include a cover page by default.
Default Cover Page	If you selected Yes to include a cover page, select a default cover page from the drop down list.
Schedule Options	
Max Attempts	Enter the maximum number of times you want FaxFinder to try to send the fax to a recipient.

Field	Description
Fax Priority	When multiple faxes are scheduled for the same time, FaxFinder sends those with a high priority before those with a low priority. Options, from highest to lowest priority, are: ■ 1st Priority ■ High ■ Medium/High ■ Medium ■ Medium/Low ■ Low
Retry Interval	Enter the number of seconds FaxFinder should wait between retry attempts when a fax does not complete.
Fax Receipt	Select when you want a receipt sent to the email address in your user account. Options are: ■ Never ■ Always, which sends a receipt with every fax attempt ■ Failure, which sends a receipt only when a fax is not successful
Fax Attachment with Receipt	If you want the fax receipt to include an attachment of the original fax, select the attachment file format. Options are: ■ None ■ PDF ■ TIFF

Setting a Default Cover Page for Your User Account

To include a cover page with every fax by default:

1. Click **Fax Servers**.
2. Click **Edit User Info.**
3. Check **Yes** to Include Cover Page.
4. Select a **Default Cover Page** from the drop down list.
5. Click **OK.**

Configuring the Client

Configuring Fax Client

To set header date and time format and configure fax client behavior:

1. Click **Configuration** and select **General Configuration.**
2. Make desired changes.
3. Click **OK**.

General Configuration

Field	Description
(Windows only) Minimize client on close	Check to automatically minimize the fax client window when you click the X in the fax client's upper right corner
Minimize client after scheduling	Check to automatically minimize the fax client window when you schedule a fax.
(Windows only) Use local client conversion for TXT and PDF	Check to use the client to convert documents to TXT or PDF. If this is not selected, the server handles conversions.
Date Format	Select a date format.
Time Format	Select 12 or 24 hours.
Print captures	Select a number of print captures to keep after they have been printed. Clearing print captures saves disk space.
Auto-refresh, minutes	Select a interval for automatically updating the fax status information display. Options are (in minutes): 1, 3, 5, 10, or None.

Configuring Contacts

1. Click **Configuration** and select **Contacts Configuration**.
2. Select a **Default Address Book**. Options are:
   - Personal Contacts
   - Global Contacts
   - Personal Groups
   - Global Groups
   - Outlook Contacts (Windows only)
3. (Windows only) To include Microsoft Outlook contacts, check **Include Outlook Contacts**.

(Mac only) To include Address Book contacts, check **Include Address Book Contacts**.

4. Click **OK**.

Checking Client Software Version

To determine which version of the client software you have:

- (Windows only) Click **Help > About**.
- (Mac only) Click**FaxFinder Client > About FaxFinder Client**.

Configuring and Viewing Logs

Configuring Log Options

To configure fax log settings for the fax client software on your computer:

1. Click **Logs**.
2. Set a **Log Level**. Refer to Logging Options, for details.
3. Select a folder for **Log Location**.
    a. Click **Browse.**
    b. Highlight the folder you want and click **Select Folder.**
4. To close Manage Logs, click **OK**.

Logging Options

Field	Description
None	No log data captured..
Errors	Collects the least information.
Warning	Collects errors and warning information.
Information	Collects detailed information.
Debugging	Collects most detailed information.

Viewing Fax Logs

To view the current log:

- Click **Logs** and then click **View Log**.

To open the log folder to find and view any log file:

1. Click **Logs** and then click **View Application Data**.
2. Double-click a log file in the Logs folder to open it.

Deleting Logs

To erase the current log:

1. Click **Logs**
2. Click **Delete Log** and confirm the deletion.
3. To close Manage Logs, click **OK**.

To delete all log files:

1. Click **Logs**
2. Click **Delete All Logs** and confirm the deletion.
3. To close Manage Logs, click **OK**.

Multi-Tech TIFF Viewer

Use the Multi-Tech TIFF Viewer to view faxes as an image. You can view thumbnails, zoom, magnify, scroll, and rotate the fax image. You can also use it to manipulate and alter the graphic files.

Toolbar Icons

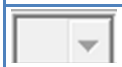
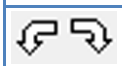
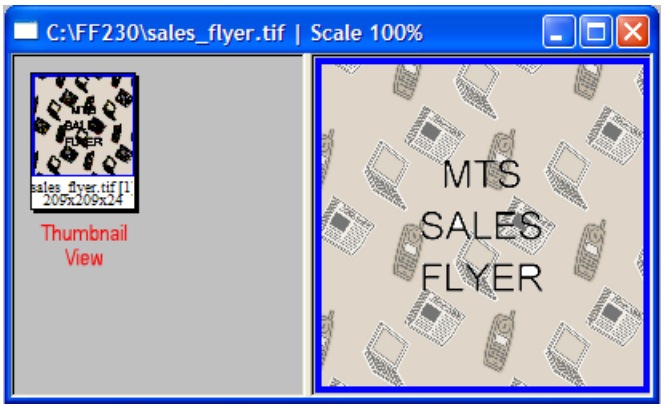
Image	Icon	Description
	Open File	Opens image.
	Print	Prints image.
	Copy	Copies image.
	Normal view	Restores the image to the normal view.
	Fit to Width	Resizes the image to fit the width of the viewer window. You may need to pan down to see the length of the document.
	Fit to Window	Fits the entire image in the viewer window.
	Center Full Image	Centers the image in the viewer window.
	Zoom in (+)	Click to increase image size.
	Zoom out (-)	Click to decrease image size.
	Magnify Area	(Spot Magnifying Glass). Click on the area you want to magnify. If you hold the mouse button down, the mouse pointer will become a rectangle that shows a magnified view of the area. If you drag the mouse, the area in the magnifier will update to magnify the content currently under the mouse pointer. This function opens a secondary window that shows the magnified area. You can adjust the size of this window by dragging on its borders. Relocate this window by putting the clicking inside the window and dragging it to a new position.
	Pan	(Omni-Directional Scroll). Click the Hand icon to pan through the image. Then hold down the mouse button and drag the mouse to move the image.
	Page Down	Use these to page down through a multiple page fax document.
	Current Page	Shows the current page number. To change pages, select a page from the drop down list.
	Page Up	Use these to page up through a multiple page fax document.
	Rotate Left/Right	Click to rotate the document by 90 degrees to the left or right.
	Flip Horizontal	Flips the image horizontally.

Image	Icon	Description
	Flip Vertical	Flips the image vertically.
	Invert Black/White	Reverse the colors on black and white images. Disabled for color TIF files.
	Info	Displays information about image, including file name and path, compression, dimensions, colors, and resolution.
	Quit	Exits the viewer.
	About	Viewer software information.

Thumbnail View

The thumbnail image on the left of the viewer window shows a small version of the current image as well as the dimensions. Left-click on the thumbnail image to reset the current image to the original view. This does not undo any changes that were saved.



Installing FaxFinder Client on Windows or Mac

Installing FaxFinder Client Software on Windows

FaxFinder Fax Client software allows users to send faxes through the Client or any application with a print option. Install the FaxFinder client software on each user's computer and then associate it with a FaxFinder unit. You can push the client software out to user computers or install it on one computer at a time.

Note: You will need to login with administrator rights to install the software.

Attention: If you have an old version FaxFinder client software installed, uninstall that software before installing a new version. Use the Add or Remove Programs utility in the Windows Control Panel to uninstall or use mass uninstall.

Installing the Software on a Single Computer

Warning: If you have old versions of any FaxFinder client software installed, uninstall that software before installing a new version. Use the Add or Remove Programs utility in the Windows Control Panel to uninstall.

To download the FaxFinder client software:

1. Go to www.multitech.com/setup/product.go and select your FaxFinder model.
2. Click **Software**.
3. Double-click the link for the version you want to install and select **Run** or **Open**, depending on your system. If you get a message about the publisher not being verified, click **Run**. If you get a message about the file not being commonly downloaded, click **Actions > Run Anyway**. Some browsers may require you to save the file before running it.
4. Click **Next**.
5. Check to accept the license agreement and click **Next**.
6. **Browse** to the location where you want install the FaxFinder client. The default file location is recommended.
7. To begin installation, click **Install**.
8. To launch FaxFinder when installation completes, check **Start the FaxFinder Client when the install is finished** and click **Finish**.

If you chose to start FaxFinder after installation, the FaxFinder application icon, , appears in your System Tray and the client launches automatically.

Note: To send faxes, you need to associate FaxFinder Fax Servers with your client. Refer to Associating FaxFinder Fax Servers with the Client under Managing Fax Servers.

FaxFinder Printer Usage Rights

If your users have a problem printing faxes, verify usage rights for the printer.

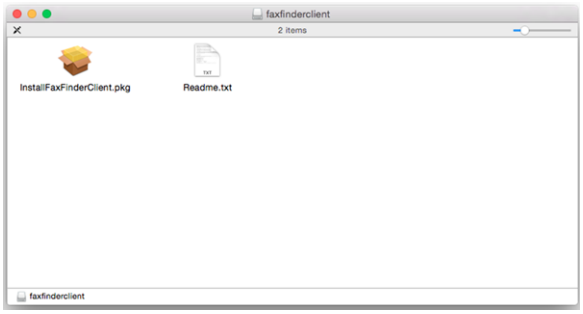
1. In Windows, open the printer's Properties.
2. On the Security tab, verify the following checked under Allow:
   - Print
   - Manage Printers

Installing FaxFinder Client Software on a Mac

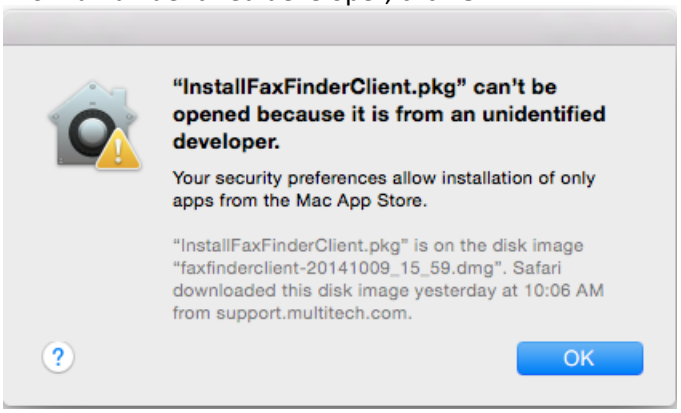
You need Mac OS X 10.7 or newer to install the FaxFinder Client for Mac.

To install the client on a Mac

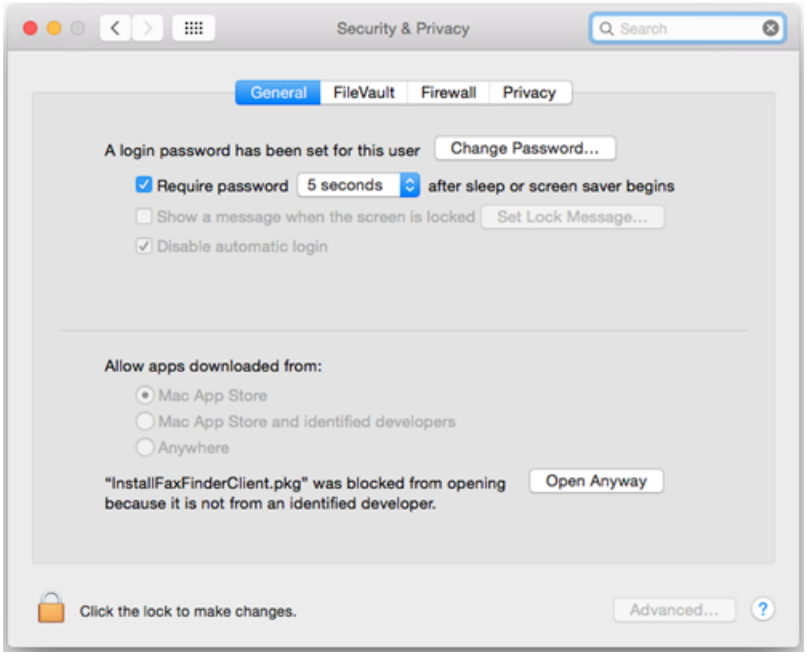
1. Mount the disk image (.dmg) by double-clicking the FaxFinder Client .dmg file.When the disk image mounts, a FaxFinder window opens showing the disk image contents, the InstallFaxFinderClient.pkg and this Readme file.



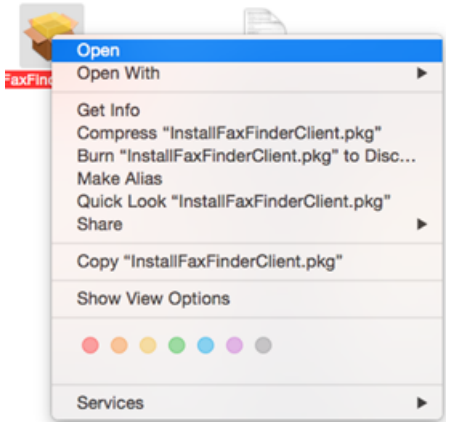
2. Double-click on **InstallFaxFinderClient.pkg**. If you get a warning that “InstallFaxFinderClient.pkg ” can’t be opened because it is from an unidentified developer, click **OK**.


“InstallFaxFinderClient.pkg” can't be opened because it is from an unidentified developer.
Your security preferences allow installation of only apps from the Mac App Store.
“InstallFaxFinderClient.pkg” is on the disk image “faxfinderclient-20141009_15_59.dmg”. Safari downloaded this disk image yesterday at 10:06 AM from support.multitech.com.
OK

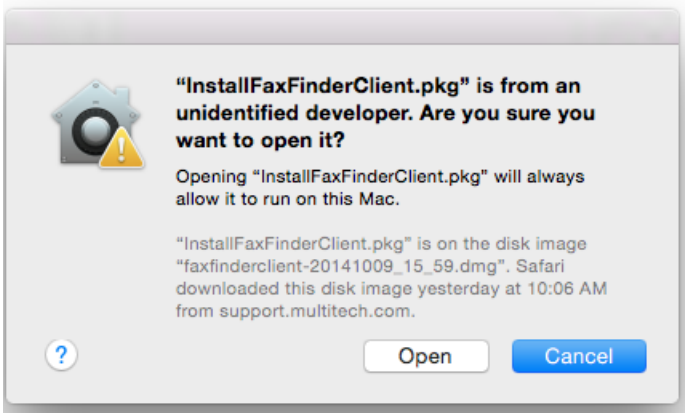
This warning means your Security & Privacy System Preferences setting is safeguarding you against automatic download and installation.



3. To override the warning, right-click or control-click on **InstallFaxFinderClient.pkg** and select **Open** from the pop-up menu.

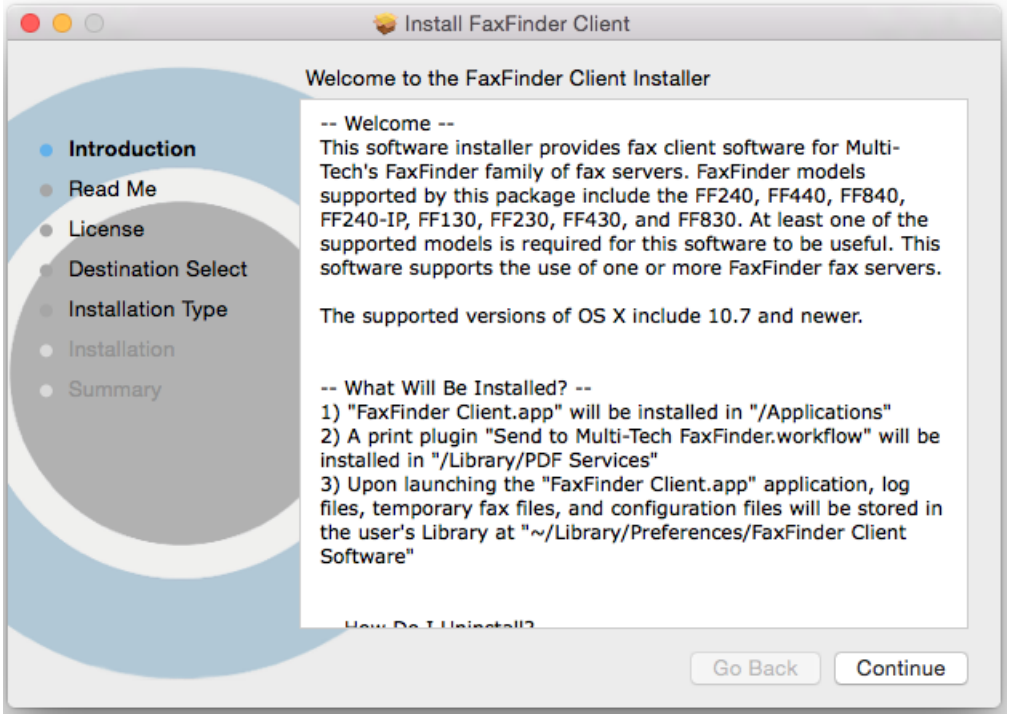


4. If you get another warning that InstallFaxFinderClient.pkg is from an unidentified developer. Click **Open** to continue.


"InstallFaxFinderClient.pkg" is from an unidentified developer. Are you sure you want to open it?
Opening "InstallFaxFinderClient.pkg" will always allow it to run on this Mac.
"InstallFaxFinderClient.pkg" is on the disk image "faxfinderclient-20141009_15_59.dmg". Safari downloaded this disk image yesterday at 10:06 AM from support.multitech.com.
Open
Cancel

The installer launches in the background. If other application windows are open, you may need select the Installer app in the Dock or use Command-Tab to scroll through active applications to select the Installer so that Installer window displays in the foreground.

5. Follow on-screen instructions to install the FaxFinder Client. Close the Installer when complete.


Install FaxFinder Client
Welcome to the FaxFinder Client Installer
Introduction
Read Me
License
Destination Select
Installation Type
Installation
Summary
-- Welcome --
This software installer provides fax client software for Multi-Tech's FaxFinder family of fax servers. FaxFinder models supported by this package include the FF240, FF440, FF840, FF240-IP, FF130, FF230, FF430, and FF830. At least one of the supported models is required for this software to be useful. This software supports the use of one or more FaxFinder fax servers.
The supported versions of OS X include 10.7 and newer.
-- What Will Be Installed? --
1) "FaxFinder Client.app" will be installed in "/Applications"
2) A print plugin "Send to Multi-Tech FaxFinder.workflow" will be installed in "/Library/PDF Services"
3) Upon launching the "FaxFinder Client.app" application, log files, temporary fax files, and configuration files will be stored in the user's Library at "~/Library/Preferences/FaxFinder Client Software"
Go Back
Continue

6. Unmount the disk image after closing the Installer.

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